

GOVERNMENT EMPLOYEES' INCENTIVE AWARDS PROGRAM

ANNUAL REPORT—FISCAL YEAR

ENDING JUNE 30, 1957

REPORTING DEPARTMENT <b>Central Intelligence Agency</b>	LOCATION OF REPORTING DEPARTMENT (if outside Washington, D. C. Metropolitan Area) <b>Washington, D.C.</b>
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United States Civil Service Commission Regulations (Part 32) require each Department (as defined in the Regulations) to submit a report to the Commission by September first of each year on the operations of the Department's Incentive Awards Program during the preceding fiscal year. The information submitted on this form will constitute such report and will be used by the Commission in making its annual report to Congress on the results of the Government Employees' Incentive Awards Program.

SECTION A—EMPLOYEE CONTRIBUTIONS RECEIVED AND PROCESSED

	PENDING AT START OF FISCAL YEAR	RECEIVED DURING FISCAL YEAR <sup>1</sup>	APPROVED DURING FISCAL YEAR <sup>2</sup>	REJECTED DURING FISCAL YEAR	REFERRED (NOT APPROVED) <sup>3</sup>	PENDING AT CLOSE OF FISCAL YEAR
1. FROM WITHIN REPORTING DEPARTMENT	( 341 )	( 892 )	( 137 )	( 822 )	( 0 )	( 254 )
SUGGESTIONS OR INVENTIONS	( 328 )	( 840 )	( 98 )	( 814 )	( 0 )	( 256 )
INDIVIDUAL	328	825	94	806		253
GROUP <sup>4</sup>	0	15	4	8		3
SUSTAINED SUPERIOR PERFORMANCE	( 11 )	( 41 )	( 36 )	( 9 )	( 0 )	( 8 )
INDIVIDUAL	11	41	36	9	0	8
GROUP <sup>4</sup>						
SPECIAL ACTS OR SERVICES	( 2 )	( 1 )	( 3 )	( 0 )	( 0 )	( 0 )
INDIVIDUAL	2	1	3	0	0	0
GROUP <sup>4</sup>						
LENGTH OF SERVICE	xxxxxxx	( 0 )	( 0 )	xxxxxxx	xxxxxxx	xxxxxxx
2. FROM OTHER DEPARTMENTS	0	7	1	3	xxxxxxx	3

SECTION B—DISTRIBUTION OF CASH AWARDS

1. TYPE OF CONTRIBUTION		FOR INTANGIBLE BENEFITS		FOR TANGIBLE BENEFITS <sup>5</sup>		
		NUMBER OF AWARDS <sup>6</sup>	AMT. PAID IN AWARDS	NUMBER OF AWARDS	AMT. PAID IN AWARDS	NET 1ST YEAR DOLLAR BENEFITS
SUGGESTIONS OR INVENTIONS	INITIAL AWARDS	62	\$2,395	26	\$2,630	\$55,537.24
	ADDITIONAL AWARDS					
SUSTAINED SUPERIOR PERFORMANCE	INITIAL AWARDS	8	500			
	ADDITIONAL AWARDS					
SPECIAL ACTS OR SERVICES	INITIAL AWARDS					
	ADDITIONAL AWARDS					
2. AMOUNT OF AWARD		xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxxxxxxxxxxxxx
\$10		18	\$ 180	1	\$ 10	\$ 180.94
\$11 - \$50		37	1,055	11	395	6,398.22
\$51 - \$275		14	1,450	12	1,625	35,964.08
\$276 - \$725		1	500	2	600	13,000.00
\$726 - \$1,625						
<del>OTHERS</del> Letter of Appreciation		10	---			
TOTAL (SUBSECTION 2 ONLY)		( 90 )	( \$3,185 )	( 26 )	( \$2,630 )	( \$55,537.24 )

<sup>1</sup> Count only the initial receipt of a contribution or award recommendation—exclude requests for reconsideration of cases already processed.

<sup>2</sup> Show under "Approved During Fiscal Year" the number of contributions approved by the reporting department, including those approved and referred to other departments for additional consideration. Count only the first approval when cases are considered for wider use.

<sup>3</sup> Show under "Referred (Not Approved)" those contributions referred to other departments because they were unrelated to the activities of the reporting department, or required adoption outside the reporting department.

<sup>4</sup> Report a contribution by more than one person as a group contribution. For group contributions show under "Approved During Fiscal Year" the number of such contributions and then give a figure in parentheses representing the total number of employees involved in the group award cases, i. e. 10 (169).

<sup>5</sup> Awards for combined tangible and intangible benefits should be shown under "For Tangible Benefits."

<sup>6</sup> Show all awards approved by the reporting department (including those to employees of other departments). Exclude awards paid to employees of reporting department by other departments under the interdepartmental system.

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SECTION B—DISTRIBUTION OF CASH AWARDS (Continued)

3. THE FOLLOWING NUMBER OF GROUP AWARDS ARE INCLUDED WITHIN SUBSECTIONS 1 AND 2 OF SECTION B:

	FOR INTANGIBLE BENEFITS	FOR TANGIBLE BENEFITS
NUMBER OF GROUP AWARDS	2	2
TOTAL PAID IN SUCH AWARDS	\$305.00	\$90.00
1ST YEAR DOLLAR BENEFITS	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$1,936.00

SECTION C—DISTRIBUTION OF HONORARY AWARDS

Report the number of Honorary Awards approved under the Incentive Awards procedures. Consider each group award as one award. Do not include (a) awards for "length of service," (b) awards granted by other Departments, or (c) letters of commendation not processed under incentive awards procedures. Honorary certificates when granted automatically with cash awards should be counted under "other honorary certificates."

	TOTAL NUMBER		NUMBER BY TYPE OF CONTRIBUTION			NUMBER BY PARTICIPATION	
	WITH CASH	WITHOUT CASH	SUGGESTIONS OR INVENTIONS	SUSTAINED SUPERIOR PERFORMANCE	SPECIAL ACTS OR SERVICES	TO INDIVIDUALS	TO GROUPS
DISTINGUISHED OR EXCEPTIONAL SERVICE AWARDS OR EQUIVALENT HIGHEST		10		10		10	
MERITORIOUS OR SUPERIOR SERVICE AWARDS OR EQUIVALENT 2D HIGHEST		21		19	3	21	
COMMENDABLE SERVICE CITATIONS OR EQUIVALENT 3D HIGHEST	8			9		8	
OTHER HONORARY CERTIFICATES							
TOTAL	8	31		36	3	39	

SECTION D—EVALUATION OF THE PROGRAM

Attach to this form a general narrative evaluation of the operation of the Government Employees' Incentive Awards Program in your Department. Include, but do not limit your evaluation to, the following topics:

1. Effectiveness of the program in stimulating improvements;
2. Extent to which the incentive awards program is coordinated with and supports other management programs, such as management improvement, work simplification, safety, etc.;
3. Administrative problems encountered in operation of the program;
4. Adequacy of present law and Commission regulations regarding the program; and
5. Proposals for improving the program.

FOR INFORMATION CONCERNING THIS REPORT CALL (Name, telephone exchange and number or code, and extension number)

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EXecutive 3-6115

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Extension 2731

NAME, SIGNATURE, TITLE OF OFFICIAL SUBMITTING THE REPORT

L. K. White

Deputy Director

DATE

SEP 12 1957